



Employee User Guide

Human Resources

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Overview

Employee Self Service (ESS) and Manager Self Service (MSS) provides managers and staff with the ability to update personal details, view payslips and book annual leave via a secure web-based portal called myHR, saving unnecessary paperwork and administration.

Policies governing usage

This portal contains personal data about staff. Before accessing, you must make sure you are familiar with your obligations under the University's [Data Protection Policy](#) and the University's [IT policies](#).

The data contained in this portal must not be downloaded, copied or stored on any unsecure (unencrypted) device.

Help

We hope that both ESS and MSS are intuitive and straightforward to use. This guide will lead you through some key functions. However, if you require further assistance, please email myHRsupport@mmu.ac.uk.

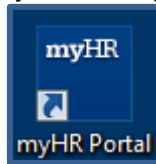
Feedback

The system has been designed through extensive consultation and has been thoroughly tested. However, we recognise that there is always room for improvement and we are glad to hear any suggestions. If you have any suggestions for improvements or enhancements please email feedbackonmyHR@mmu.ac.uk.

Employee Self Service (ESS)

Logging in and out

To log on to **myHR**, Click on the **myHR** icon on your desktop.

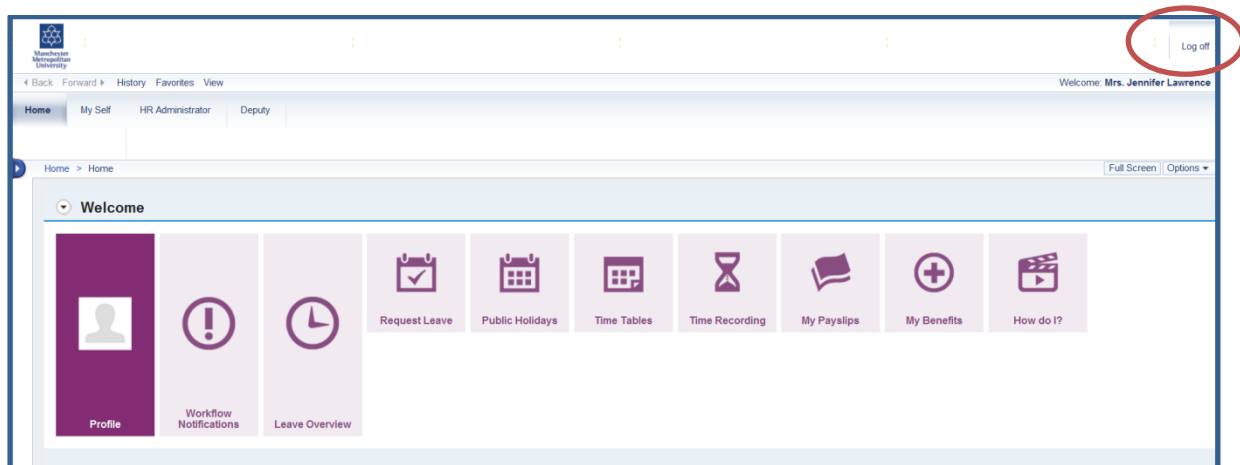


Logging in is straightforward – just enter your usual MMU credentials in the boxes.

A screenshot of the myHR login page. On the left is the Manchester Metropolitan University logo. On the right is the 'myHR' logo. Below the logo is a login form with two fields: 'MMU ID *' containing '55112034' and 'Password *' containing masked characters. A 'Log On' button is below the password field. A red speech bubble points to the password field with the text: 'Input your usual MMU log in details here, then click Log On.' Below the login form is a disclaimer: 'This portal contains personal data about staff. Before accessing, you must make sure you are familiar with your obligations under the University's Data Protection Policy at: [Data Protection Policy](#) and the University's IT policies at: [IT Policies](#). [The data contained in this portal must not be downloaded, copied or stored on any unsecure (unencrypted) device].'

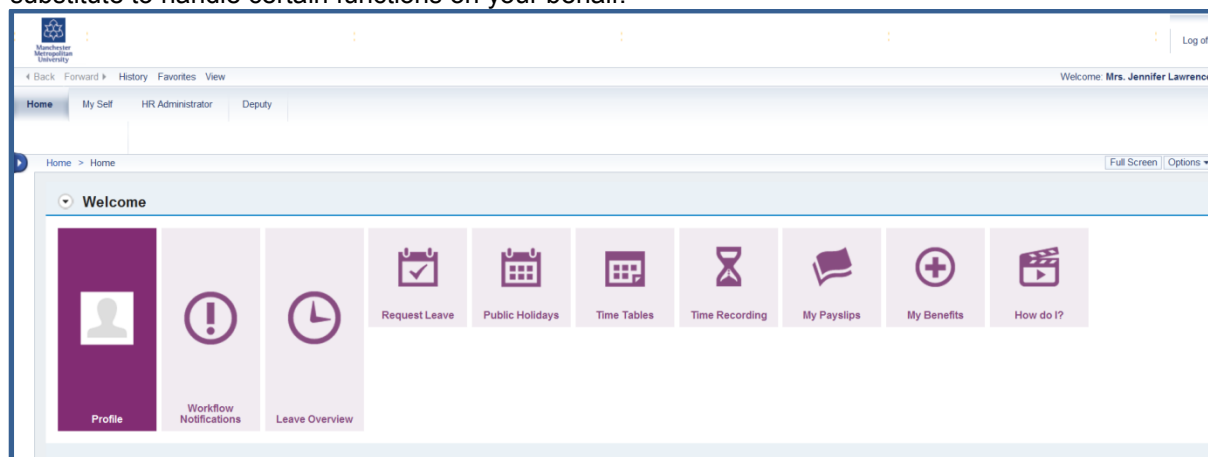
Logging out is equally easy. Just click 'Log off' in the top right hand corner from any page. You will be prompted "Are you sure you want to log off?" (to ensure you don't click this by accident).

The system will automatically log you out after 15 minutes of inactivity.



The Home Page

When you log in, you will go straight to the Home page, which has quick links to many of the key features of myHR. All staff will see the top section in purple. Staff with line management responsibility will also see the bottom section in blue, which allows you to respond to requests from your team, run reports and nominate a substitute to handle certain functions on your behalf.

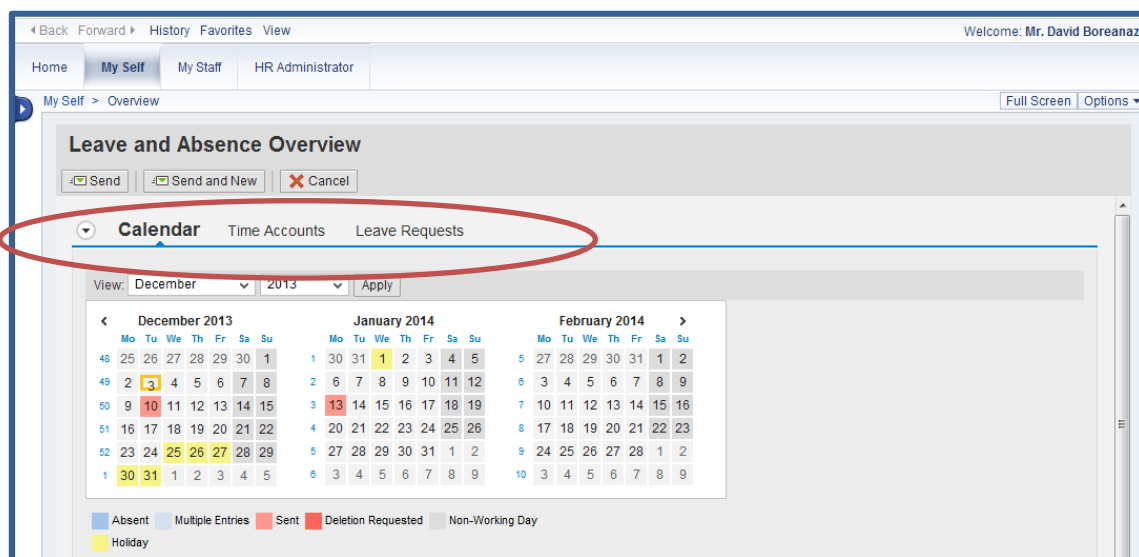


Holidays and other leave

Through myHR you are able to request time off for holiday, medical appointments, jury service and a selection of other reasons. This system will replace the need for holiday cards. Your manager will respond to your request via myHR too. Through myHR you'll also be able to keep track of your outstanding leave balance, and any holidays, sickness or absence recorded on the system for you.

To get started, click on the Request Leave on the home page.

The calendar screen shows holidays and other absences which have been recorded in myHR. The two tabs next to Calendar (circled in red below) reveal additional information.



The Time Accounts tab below shows your remaining annual leave entitlement in hours.

My Self > Overview Full Screen Options

Leave and Absence Overview

Calendar
Time Accounts
Leave Requests

Time Account: All Types Show from: 1

Time Account	Deduction from	Deduction to	Entitlement	Balance Remaining
Annual Leave Inc ...	01.04.2013	30.04.2014	259.00 Hours	139.50 Hours

The Leave Requests tab shows all leave requests recorded in the system. The Status column shows whether the request has been authorised.

My Self > Overview Full Screen Options

Leave and Absence Overview

Calendar
Time Accounts
Leave Requests

Type of Leave	Start Date	End Date	Approver	Status	Absence hours
Annual Leave	13.01.2014	13.01.2014	Ms Jennifer An...	Sent	4.00
Annual Leave	10.12.2013	10.12.2013	Ms Jennifer An...	Sent	3.50
Care Provision...	29.11.2013	29.11.2013		Approved	7.00

Requesting leave

You can request leave up to thirteen months in advance. You can also retrospectively record leave to the start of the current holiday year.

From the Home screen, click 'Request Leave'.

Welcome

Profile

Workflow Notifications

Leave Overview

Request Leave

Public Holidays

Time Tables

Time Recording

My Payslips

My Benefits

How do I?

Leave is booked in the Leave Details section of the Leave and Absence Overview.

1. Select the type of leave you require, e.g. Annual Leave from the drop down list.
2. Enter the start date and end date using the calendar using "shift select". To do this, use your mouse to click on the first day of leave, and press the Shift button whilst clicking on the last day of leave. This will populate the date boxes and calculate the absence hours for you.
3. Click "Check". This check will let you know if there are any clashes in the system, for example existing holidays or appointments, or bank holidays. It will also tell you how many hours of holiday you will be using in the "absence hours" field.
4. Make any amendments following the check e.g. addressing any clashes. To book a half-day of leave, simply halve the number of hours which appear in the Absence Hours field. For example, 7.5 hours becomes 3.75 hours.
5. (Optional) Use the free text box for any additional notes, for example "birthday treat", "day at the races" etc. If you are requesting a half-day's leave, use this section to let your manager know whether you're requesting leave in the afternoon or morning.

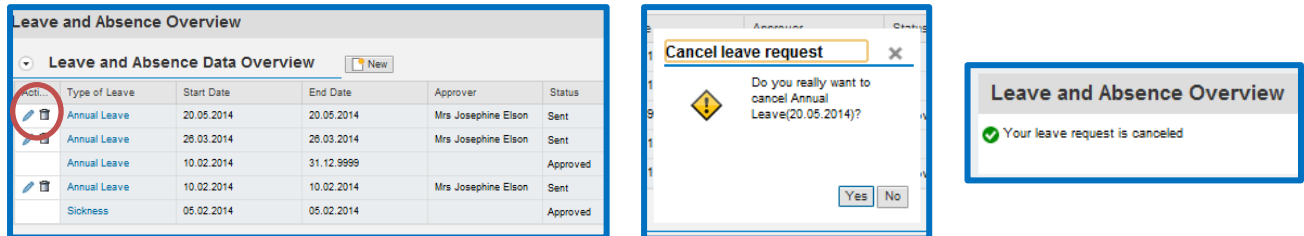
When you are ready, click the Send button at the top of the page. This will send your request on to your manager for approval. If you're requesting a few holidays or absences at once leave, click Send and New to go back to the beginning. If you don't want to book the leave, just press Cancel.

Don't forget – your holiday is not approved until your manager authorises it!

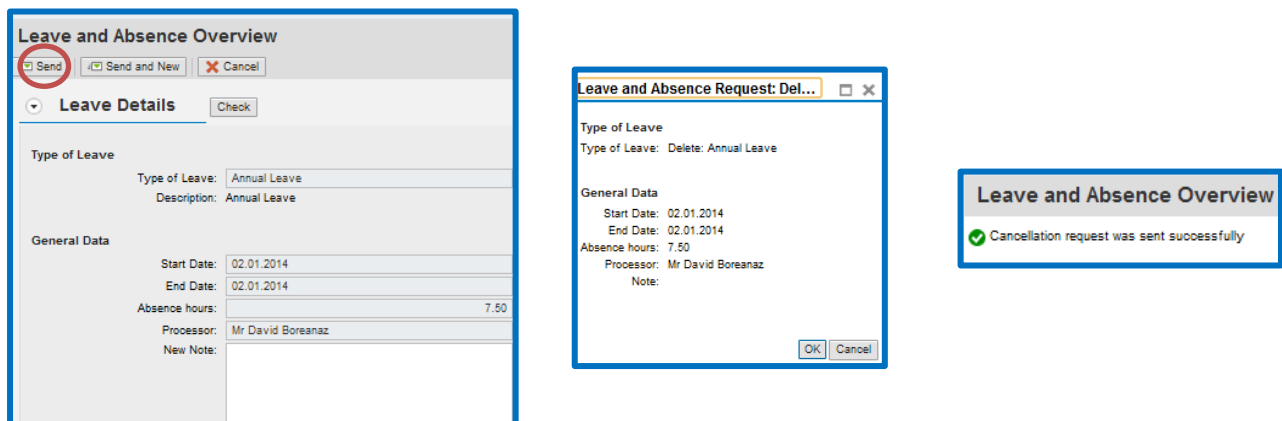
If you want to book a combination of full days and part days (for example, Wednesday afternoon and all day on Thursday), you will need to book this as two separate instances.

Cancelling leave

If you wish to cancel leave which has not yet been approved by your line manager (i.e., the status says “Sent” rather than “Approved”, go to Leave Overview. Click on the trash can next to the leave date you wish to cancel. A pop up box will appear, prompting you to check the details. Click “yes”, and you’ll receive notification that the leave has been cancelled.



To cancel leave which has already been authorised by your line manager (i.e., the status says “Approved”), there the process is slightly different. Click on the trash can next to the leave you wish to cancel. You will move to a Leave Details page, which gives you the option to include a note to your line manager, providing extra details on why the leave has been cancelled. When you have completed this, click “Send”, to send the message to your line manager. A pop-up box will appear, prompting you to check the details. Click “Yes”, and you will receive notification that the leave has been cancelled.



Recording overtime

Some staff members are entitled to paid overtime. You are now able to record overtime using myHR, which replaces the need to complete timesheets. You simply record your overtime in myHR, and the details will be sent to your manager for authorisation. Once authorised, the details are passed to Payroll for processing.

You may also use this function for recording Keeping in Touch (KIT) days during maternity or adoption leave. Please note you can record overtime up to twelve weeks after the date of the overtime. You cannot request authorisation of overtime for future dates. However, you can make a note of the overtime in the system, and send it to your manager once the overtime has actually been completed.

From the Home screen, click Time Recording.

If you have more than one contract with MMU (for example, you work 0.5 FTE in one role and 0.5 FTE in another), then click on the Contracts button and select the role for which you wish to claim overtime.

Next, select the relevant date period. You can do this either by typing into the Week From field, or clicking the calendar icon next to it to search for dates. Alternatively, you can browse through dates using the Previous Period and Next Period buttons. "Period" refers to a week.

In the Wage Type column, click the expand button to reveal this list:

"Standby" refers to on-call payments. Standby All High is the higher rate, Standby All Low is the lower rate.

Search: Wage Type

Results List: 9 results found for Wage Type

Wage Type	Long text	Start Date	End Date
2800	KIT Days (Adoption)	01.12.2013	31.12.9999
2801	KIT Days (Maternity)	01.12.2013	31.12.9999
2980	NCont Add Hours	01.01.1900	31.12.9999
2981	NCont O/T x 1.0	01.01.1900	31.12.9999
2982	NCont O/T x 1.5	01.01.1900	31.12.9999
2983	NCont O/T x 2.0	01.01.1900	31.12.9999
2985	Call Out Payment	01.01.1900	31.12.9999
2986	Standby All High	01.01.1900	31.12.9999
2987	Standby All Low	01.01.1900	31.12.9999

Overtime x 1.0 = overtime at plain time
Overtime x 1.5 is at "time and a half", and so on

Select the relevant wage type. You will return to the Record Working Times screen.

Add the hours of overtime you wish to claim in the relevant column. Below, the example shows a claim for 8 hours of overtime on Monday 2 December 2013. Use a different line to record each different overtime rate or reason.

When you have finished entering your overtime claim, click the Check button. If you wish to amend any details, or include extra information to help your manager easily understand your overtime claim, you can do so by clicking on the Edit Details button shows below.

Record Working Times: 66013692 Business Consultant (Active) 66013692 (31.12.9999)

Save Draft Submit Directly Preview and Submit Contract(s)

Calendar

Timesheet

Previous Period Next Period Week From: 02.12.2013 Apply Template Favorites Check Insert Row

Delete	Pers.Assg	Per. assignn	Rec. Cctr	WBS Element	Wage Type	Pay Scale Group	PS level	Total	MO, 02.12	Det.	TU, 03.12	Det.	WE, 04.12	Det.	TH, 05.12	Det.	FR, 06.12	Det.	SA, 07.12	Det.	SU, 08.12	Det.
	660136...	6601...			2981			0.0	8.0													

Edit Details

A pop-up window appears for you to add extra information. You can add further details as below. Click OK to change the details, or Cancel to abandon the changes.

Details [X]

Recorded Data

Contract ID: 66013692

Contract Description: 66013692 Business Consultant (Active) 66013692 (31.12.9999)

Receiver cost center:

WBS Element:

Wage Type: NCont O/T x 1.0 (2981)

Pay Scale Group:

Pay scale level:

Recorded Time

Date: 02.12.2013

Cell content: 8.0

Further Details

Full-day: ☐

Reason for rejection:

Processing status: In process

Document Number:

Information

Note: As discussed, I came in on Monday to help out with an event.

OK Cancel

Now, you're ready to send your overtime claim to your manager.

You can either:

Preview and Submit

By clicking Preview and Submit, your data will be saved but not released to your manager for authorisation. This is useful if you are testing the system for the first time and want to see how it works, or if you're making a note of overtime you're expecting to work in the future.

Record Working Times: Release

Release Cancel

✓ Your data has been saved

[Display Message Log](#)

Choose the Release button to release the selected rows. You can deselect rows you do not want to release.

Period Start Date	Date	Pers.Assgn	Per. assignmTxt
25.11.2013	25.11.2013	66013692	66013692 Business Consultant (Active) 66013692 (31.12.9999)

Submit directly

If you're experienced in submitting overtime, you can just click Submit Directly" to send the information straight to your manager for approval.

Home My Self HR Administrator Deputy

My Self Overview

Record Working Times: 66013692 Business Consultant (Active)

Save Draft Submit Directly Preview and Submit Contract(s)

✓ Your data has been released

[Display Message Log](#)

Calendar

Timesheet

Previous Period Next Period Week From: 02.12.2013 Apply Template

Delete	Pers.Assg	Per. assignn	Rec. Cctr	WBS Element	Wage Type	Pay Scale Group	PS level	Total
	660136...	6601...			2981			0.0

If you're happy with the details, select the rows you want to release to your manager, and then click the Release button at the top of the screen.

Record Working Times: 66013692 Business Consultant (Active) 66013692 (31.12.9999)

Save Draft | Submit Directly | Preview and Submit | Contracts(s)

✓ Your data has been released

Display Message Log

Calendar

Timesheet

Previous Period | Next Period | Week From: 25.11.2013 | Apply | Template | Favorites | Check | Insert Row

Delete	Pers.#	Per. assn	Rec. Ctr	WBS Eleme	Wag Type	Pay Scale Group	PS level	Total	MO, 25	Det	TU, 26	Det	WE, 2	Det	TH, 28	Det	FR, 29	Det	SA, 30	Det	SU, 01	Det
	660...	66...				2980		0.0	8.0													

Viewing your payslip

Your payslips are now available to you electronically. Over the next few months, paper payslips will be phased out altogether and replaced by electronic versions. You can view the previous twelve months' payslip by clicking on the My Payslips icon on the home page.

Hover your mouse over the payslip to see additional functionality, including printing and saving your payslip.

My Self > Overview Full Screen Options

Payslips

< Previous Payslip Next Payslip >

Overview and Selection

Show: Last 12 months

Payment Date	Gross Pay	Net Pay
15.11.2013	1,908.66 GBP	1,515.94 GBP
15.10.2013	2,004.08 GBP	1,580.71 GBP
13.09.2013	2,004.09 GBP	1,580.92 GBP
15.08.2013	2,004.09 GBP	1,580.72 GBP
15.07.2013	2,004.09 GBP	1,580.72 GBP

Payslip

Manchester Metropolitan University

E-payslip printed from MMU's myHR staff self service portal

Employee Name : Mr David Boreanaz		Period End : 30.11.2013	
MMU ID : 55112030		Payment Date : 15.11.2013	
Payroll Area : MM		Tax Period : 08	
Primary No : 66013688		Tax Code/Mth1: 842L/ 0	
INI Number : WB234222A		Tax Reference: 080/MDCM300	
INI Category : A			

PAY/ALLOWANCES/EXPENSES THIS MONTH				DEDUCTIONS THIS MONTH	
Nov Monthly Pay			2,004.09	Tax paid	241.20
Nov MMU Unpaid	7.00	136332.65	95.		

Fit to screen size | Fill screen with document | Zoom in and out | Save as .PDF file | Send to printer

Changing your personal details

myHR enables you to keep your personal details such as your address, bank details and telephone numbers up to date.

You can change most details from the Personal Profile page. To get here from the home page, just click “My Self” in the top menu bar, then Personal Profile in the My Personal Information section.

Back Forward History Favorites View Welcome: Mr. Paul Merton

Home My Self HR Administrator Deputy

My Self > Overview Full Screen Options

Personal Profile

Personal Data

Name: **Sir Paul Merton** Details
Known as Name: Paul
Known as Surname: Merton
Date of Birth: 01.06.1975

Bank Information

Main bank

Payee: Mr Paul Merton
Bank name: HSBC Bank plc
Bank Account: 17106041

Addresses

Permanent Address

House Number and Street: Oulton Road
Address Line 2: Hulme
Address Line 4: Manchester
Post Code: M13 3XX

Mailing Address

House Number and Street: 12 B Road
Address Line 2: Smethwick
Address Line 4: Birmingham
Post Code: B66 4SS

Communication

Office E-mail Address

P.MERTON@MMU.AC.UK Details

Internal Phone Number

+441612472975
2975 Details

Personal E-Mail Address

TEST@MMU.AC.UK

Private Mobile Number

079345667

MMU Mobile Number

07987966666 Details

Additional Personal Data

Ethnic Origin: White - British
Sexual Orientation: Heterosexual

Click on the blue pen to edit each section.

Address

You can have up to two addresses on file, a permanent address and a mailing address. Any correspondence from the University will be sent to your mailing address, so do ensure that you regularly access mail at your mailing address.

To update your address, simply click on the blue pencil symbol next to your permanent address or mailing address. On the Edit Permanent Address screen, change any fields which need updating. Fields with a blue asterisk are compulsory fields. When you've made your changes, click the Save button, or to abandon the changes, just click Back.

Don't forget to update both your permanent and mailing address, if applicable.

My Self > Overview

Edit Permanent Address

Save Back

Country: United Kingdom

Address

House Number and Street: Oulton Road

Address Line 2: Hulme

Address Line 3:

Address Line 4: Manchester

County: Greater Manchester

Post Code:

* Mandatory field

Changing your bank details

If you want to change the bank account which you get paid into, click on the My Self button on the top menu bar. Go to Personal Profile, and your bank details will be on the right hand side of the screen.

To edit your bank details, click the blue pen next to Main Bank.

From here you can update your sort code and account number, and click Save at the top of the page. Your bank name (e.g. HSBC) will automatically update.

Back Forward History Favorites View

Welcome: Mr. Paul Merton

Home My Self HR Administrator Deputy

My Self > Overview Full Screen Options

Edit Main bank

Save Back

Bank Data

Payee: Mr Paul Merton

Country: United Kingdom

Bank Sort Code: 404314 HSBC Bank plc

Account Number: 17106041

Payment Method: BACS Transfer w/o Remittance

If the change has been successful, the change will be effective immediately and you will see the following notice:

Personal Profile

✓ Data saved successfully

In the days immediately prior to a payroll run, you will not be able to update your bank details and will receive an error message. You will be able to change your bank details once the payroll run is complete.

Changing your name or title

If you are changing your title to either Dr or Professor or your official first or last name, you will need to provide appropriate evidence, such as a scanned copy of your deed poll, marriage certificate or doctoral certificate. Click on My Self on the top menu bar. Under My Personal Information, click Change Personal Data. A new window will appear which shows the current data on file for you, and options to change the data.

To change your title, select the relevant title from the drop down list. Alternatively, write your new name into the boxes.

In the Attachments section, upload any evidence to support the name or title change.

When you've finished, click "Check", which will check that any supporting evidence is correctly attached. Then click "Send". This will send a notification through to the HR department. Once the change has been verified by HR, your details will change.

Personal data changes for Employee: Mr Paul Merton

Check Send

Attachments (0)

Personal Data Changes

You are able to change your title, first / last names and known as name.

Current data

Title and full name: Mr Paul Merton Personnel ID: 66013689
Campus: All Saints Position description: SAP Consultant

Changed data

Title: Mr
First Name:
Last Name:
Known as First Name:
Known as Surname:
Notes: If you are changing your title to either Dr or Professor or your official first/last name, you should attach appropriate evidence (PDF, less than 1 MB size). When you have completed your changes and attached documentary evidence (if required), press SEND.

For HR use

Please check the request and choose **Send** if all data is in order. This will update the employee's master data. Choose **Back to Author** in case of queries and specify the **New Comments**.

Personal data changes for Employee: Mr Paul Merton

Check Send

Attachments (1)

Attachment: Academic Certificate
Path: Choose File No file chosen
Attach

Academic Certificate

Personal Data Changes

You are able to change your title, first / last names and known as name.

Current data

Title and full name: Mr Paul Merton Personnel ID: 66013689
Campus: All Saints Position description: SAP Consultant

Changed data

Title: Dr
First Name: Paul
Last Name: Merton
Known as First Name: Paul
Known as Surname: Merton

Notes

If you are changing your title to either Dr / Professor or your official first/last name, you should attach appropriate evidence (PDF, less than 1 MB size). When you have completed your changes and attached documentary evidence (if required), press SEND.

Being a nominated substitute

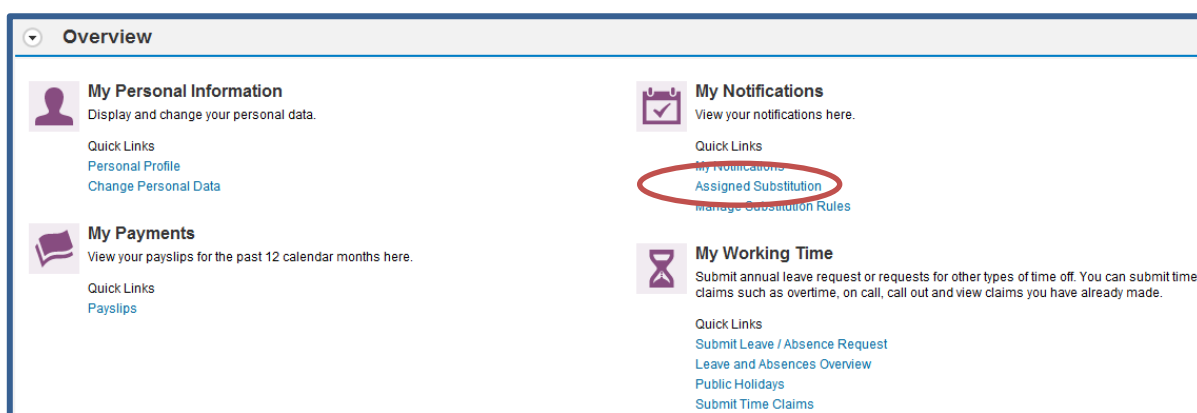
myHR allows managers to nominate substitutes to act on their behalf, for example during their holiday. Some managers will wish to nominate substitutes on a permanent basis, for example their secretary or personal assistant, or the person who coordinates any rotas for the department.

Managers can also set up a substitute who does not usually act on their behalf, however this substitute is able to assume the ability to respond to notifications during a period of unexpected absence, such as illness.

As a substitute, you will be able to act on the manager's behalf to respond to employee requests such as annual leave and overtime claims. When acting on behalf of the manager, it is vital that you check for notifications regularly so that staff members are not waiting unnecessarily for a response.

To act as a substitute, a manager must nominate you first. There are separate instructions for this in the myHR Manager Self Service Guide.

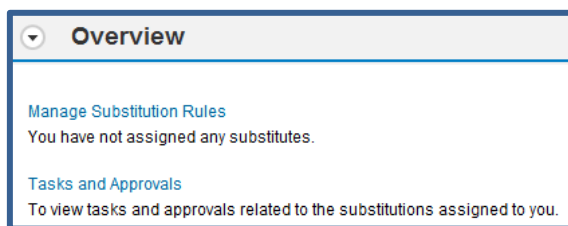
Once you have been assigned as a substitute, log in to myHR using your own credentials. Go to the My Self section and click Assigned Substitution, shown on the screen below.



A new window will appear with four key sections: [Overview](#), [Active Substitutions](#), [Team](#) and [Substituted Tasks](#).

Overview

From the Overview, you can manage your own substitution rules, and view the tasks and approvals of any substitutions assigned to you.



On the Manage Substitution Rules page, you can view, create and manage substitution rules for anything you would normally approve, and see any substitutions assigned to you.

Manage My Substitutions

You can view, create and manage your substitution rules for items which you would normally approve. You can also see substitutions which have been assigned to you.

My Substitution Rules for Workflow Items

Create Rule
Delete
Refresh

Tasks	Assignee	Substitution Type	Status	Rule Activation

Other Users' Substitution Rules

Task Owner	Tasks	Substitution Type	Status	Substitution Takeover
55112030	All	Fill In	Ongoing	End Takeover
PERUMALLAS	All	Receive	Ongoing	

If you are nominated as a substitute, the manager controls the start and end date of this nomination. You may be nominated on a temporary or permanent basis.

Where you are "filling in", you are able to start and end the substitution takeover by clicking here. This will usually be during periods of unexpected absence.

To view outstanding notifications, go to the Overview page and click Tasks and Approvals. From here you can see outstanding tasks.

Tasks and Approvals

Workflow Tasks
Notifications (24)
Work Items (20)

Time Management
Working Time Approval (1)
Leave Approval (3)

Task Monitoring
Current Month (0)
Next Month (1)
Previous Month (4)

Time Management - Leave Approval

View: [Standard View]
Approve
Reject
Details
Print Version
Export

Type of Leave	Owner	Approver	Employees Absent	Start Date	End Date	Status	Used	Attachments
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		06.06.2014	06.06.2014	Sent	7 Hours	
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		14.04.2014	15.04.2014	Sent		
Bereavement	Mrs Jennifer Lawrence	Mr David Boreanaz		18.10.2013	18.10.2013	Sent		

Use these links to navigate around the different types of approval. For example, you might want to focus on leave or working time authorisation.

To approve a leave request, highlight the relevant row(s) and click Approve:

View: [Standard View]
Approve
Reject
Details
Print Version
Export

Type of Leave	Owner	Approver	Employees Absent	Start Date	End Date	Status	Used	Attachments
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		06.06.2014	06.06.2014	Sent	7 Hours	
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		14.04.2014	15.04.2014	Sent		

To reject a leave request, or to view more details such as any comments from the employee, you should always provide details for the reason for rejection. To do so, click on the blue words in the first column, for example, Annual Leave. A new window will appear with further details of the leave.

View: [Standard View]
Approve
Reject
Details
Print Version
Export

Type of Leave	Owner	Approver	Employees Absent	Start Date	End Date	Status	Used	Attachments
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		06.06.2014	06.06.2014	Sent	7 Hours	
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		14.04.2014	15.04.2014	Sent		

Approve Annual Leave , Mrs Jennifer Lawrence , 06.06.2014-06.06.2014, New

Calendar Time Accounts Leave Requests

View: December 2013

December 2013							January 2014							February 2014									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
48	25	26	27	28	29	30	1							5	27	28	29	30	31	1	2		
49	2	3	4	5	6	7	8	2	6	7	8	9	10	11	12	6	3	4	5	6	7	8	9
50	9	10	11	12	13	14	15	3	13	14	15	16	17	18	19	7	10	11	12	13	14	15	16
51	16	17	18	19	20	21	22	4	20	21	22	23	24	25	26	8	17	18	19	20	21	22	23
52	23	24	25	26	27	28	29	5	27	28	29	30	31	1	2	9	24	25	26	27	28	1	2
1	30	31	1	2	3	4	5	6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9

Leave Details

Type of Leave

Type of Leave:

Description:

General Data

Start Date:

End Date:

Absence hours:

Approver:

Lines for Notes:

Lines for Notes:

Enter notes here to explain the reason for rejecting the leave request.

Once the leave is rejected, the employee will receive a notification in their Leave and Absence Overview:

Leave and Absence Data Overview <input type="button" value="New"/>							
Action	Personnel Assignment	Type of Leave	Start Date	End Date	Approver	Status	Absence hours
	66013692 Business Consultant...	Annual Leave	06.06.2014	06.06.2014	Mr David Boreanaz	Rejected	7.00
	66013692 Business Consultant...	Annual Leave	14.04.2014	15.04.2014	Mr David Boreanaz	Rejected	0.00

If the staff member clicks on the leave type in the Type of Leave column, they will be able to view the name of the person who rejected the leave, and any associated notes.

Leave Overview

Type of Leave

Type of Leave:

General Data

Status:

Start Date:

End Date:

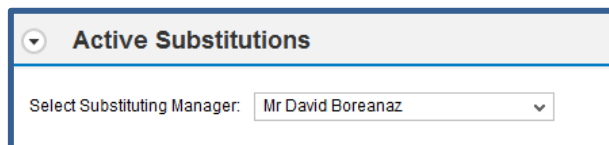
Absence hours:

Approver:

Lines for Notes:

Active Substitutions

If you are nominated as a substitute by more than one manager, you are able to switch between managers using this drop-down list.

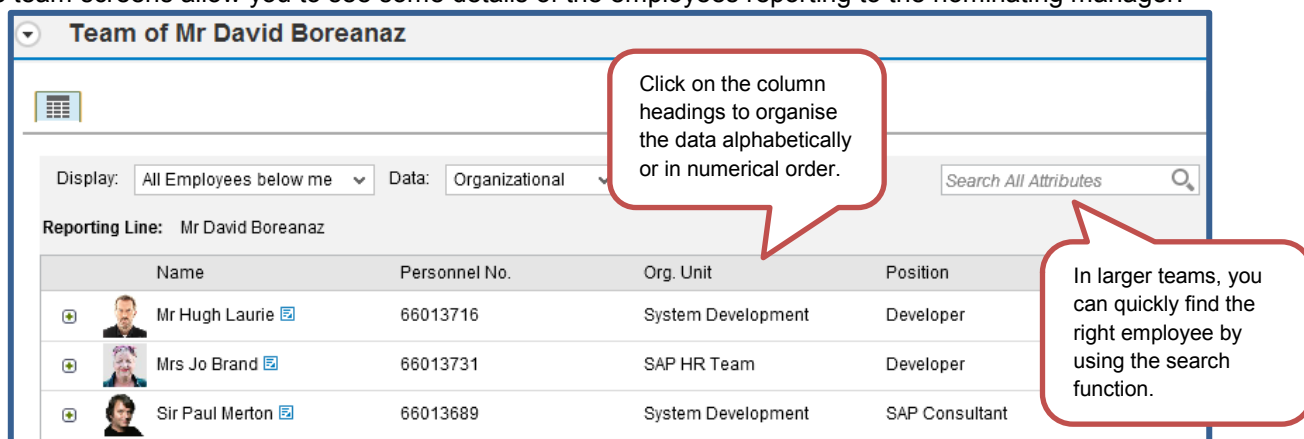


Active Substitutions

Select Substituting Manager: Mr David Boreanaz

Team

The team screens allow you to see some details of the employees reporting to the nominating manager.



Team of Mr David Boreanaz

Display: All Employees below me Data: Organizational Search All Attributes

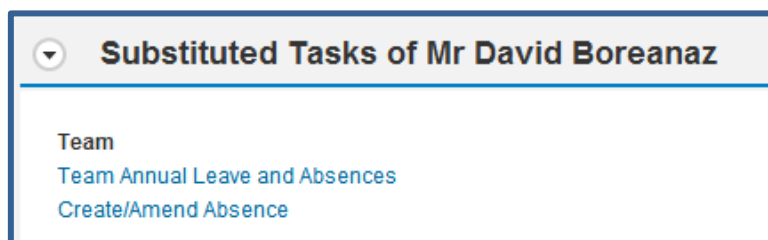
Reporting Line: Mr David Boreanaz

Name	Personnel No.	Org. Unit	Position
Mr Hugh Laurie	66013716	System Development	Developer
Mrs Jo Brand	66013731	SAP HR Team	Developer
Sir Paul Merton	66013689	System Development	SAP Consultant

Click on the column headings to organise the data alphabetically or in numerical order.

In larger teams, you can quickly find the right employee by using the search function.

Substituted Tasks



Substituted Tasks of Mr David Boreanaz

Team

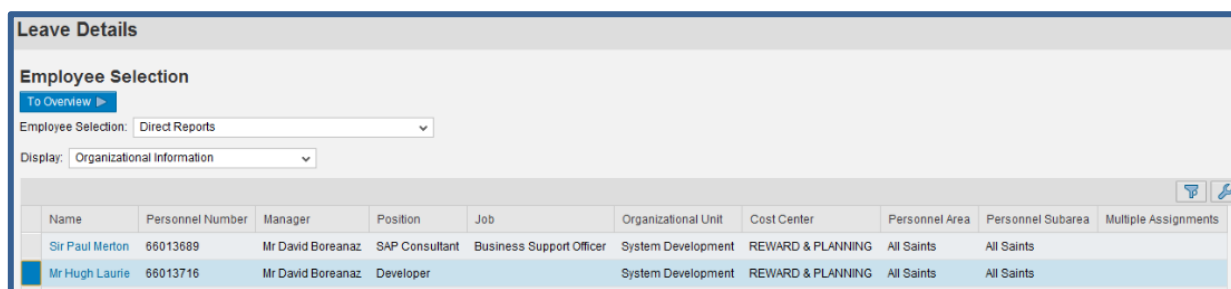
[Team Annual Leave and Absences](#)

[Create/Amend Absence](#)

Team Annual Leave and Absences allows you to view the attendance overview and team calendar of the manager you are substituting.

Create / Amend Absence allows you to report an absence on behalf of a member of the manager's team. Click on Create/Amend Absence.

Highlight the relevant employee by clicking in the box just to the left of the employee's name. Then click To Overview.



Leave Details

Employee Selection

To Overview

Employee Selection: Direct Reports

Display: Organizational Information

Name	Personnel Number	Manager	Position	Job	Organizational Unit	Cost Center	Personnel Area	Personnel Subarea	Multiple Assignments
Sir Paul Merton	66013689	Mr David Boreanaz	SAP Consultant	Business Support Officer	System Development	REWARD & PLANNING	All Saints	All Saints	
Mr Hugh Laurie	66013716	Mr David Boreanaz	Developer		System Development	REWARD & PLANNING	All Saints	All Saints	

Complete the details of the leave in the Leave Details screen. Choose the leave type from the drop down list. In this example, we are recording sickness absence. Other leave types include bereavement, care provision, funeral and industrial action.

Enter the start and end dates of the absence, and select an illness description from the drop down list. You can use the free text box to record any relevant notes.

The screenshot shows a web form titled "Leave Details" with a "Check" button. The form is divided into two main sections: "Type of Leave" and "General Data".

Type of Leave:

- Type of Leave*: Sickness (selected from a dropdown menu)
- Description: Sickness

General Data:

- Start Date*: 04.12.2013 (with a calendar icon)
- End Date*: 05.12.2013 (with a calendar icon)
- Absence hours: 0.00
- Illness description: Chest Infection
- Illness code*: RESP03 (with a dropdown icon)
- Lines for Notes: Hugh has a chest infection. He saw the doctor yesterday who prescribed medication. He is hoping to be back at work on Friday 6 December.

When you've completed the form, click Send to save the changes. A pop-up box appears for you to check. Click OK to save the absence or Cancel to return to the Leave Details screen. If you're entering multiple absences, click Save and New instead of Save to return to the Employee Selection screen.

Worth knowing

Here are a few nifty features to help you make the most of **myHR**...

Minimising sections

You can minimise certain sections of the screen to create more space to focus on the details you're really interested in.

Before

Personal Profile - MMU HR x
burgos.mmu.ac.uk:50200/irj/portal/tasks

Manchester Metropolitan University

Back Forward History Favorites View

Home My Self My Staff HR Administrator

My Self > Overview

Personal Profile

Personal Data

Collapse

Name: Mr David Boreanaz
Known as Name: Dave
Known as Surname: Boreanaz
Date of Birth: 12.12.1968

Addresses

Permanent Address

House Number and Street: 12356 The Road South
Address Line 2: Manchester
Address Line 3:
Post Code: M1 2BA

Mailing Address

House Number and Street: 1234 The Road South
Address Line 2: Manchester
Address Line 3:
Post Code: M1 2BP

Just click these arrows to hide and show sections

After

Personal Profile - MMU HR x
burgos.mmu.ac.uk:50200/irj/portal/tasks

Manchester Metropolitan University

Back Forward History Favorites View

Home My Self My Staff HR Administrator

My Self > Overview

Personal Profile

Personal Data

Addresses

Permanent Address

House Number and Street: 12356 The Road South
Address Line 2: Manchester
Address Line 3:
Post Code: M1 2BA

Mailing Address

House Number and Street: 1234 The Road South
Address Line 2: Manchester
Address Line 3:
Post Code: M1 2BP

Navigating dates

To speed up booking leave, use the arrows to move skip forward or back.

< and > allow you to skip back or forward by one month

<< and >> allow you to skip forward or back by one year.

Leave Details

Check

Type of Leave

Type of Leave*: Annual Leave
Description: Annual Leave

General Data

Start Date*: 09.12.2013
End Date*: -
Absence hours: 0.00
Approver:
Lines for Notes:

<< < November 2013 > >>

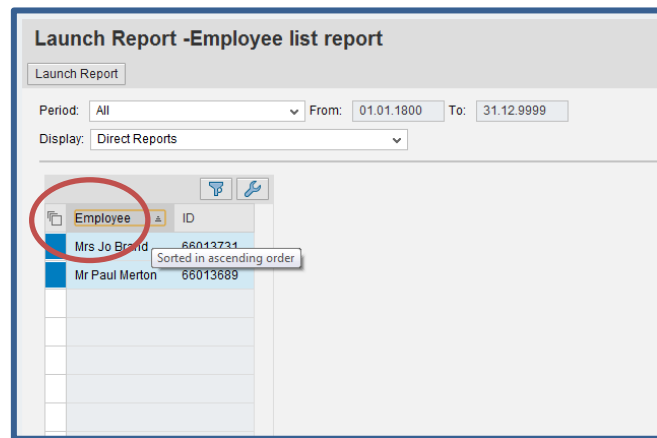
Mo Tu We Th Fr Sa Su

44 28 29 30 31 1 2 3
45 4 5 6 7 8 9 10
46 11 12 13 14 15 16 17
47 18 19 20 21 22 23 24
48 25 26 27 28 29 30 1
49 2 3 4 5 6 7 8

Next year

Sorting lists

In certain sections of Manager Self Service where you are viewing a list, you are able to sort the list into order by clicking on the column heading. In the example below, clicking on the column heading will sort the data alphabetically. Hover your mouse pointer over the column heading to see how the data will be sorted.



Version 1

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www2.mmu.ac.uk/humanresources/